



## 2009 LSTA Technology Grant Guidelines



**(Applications Due: January 16, 2009)**

- A library may submit only one application for a technology mini-grant.
- The maximum amount of funding is \$8,000 per application.
- A local cash match of 10% of the total requested amount is required.
- \$175,000 of LSTA funds will be available for these grants.

### **Program Overview**

The Indiana State Library will offer LSTA mini-grants to libraries in Indiana for the purpose of meeting their residents' need for quality access to information through technological enhancements. Libraries may use these mini-grants to better meet the technological needs of their community. These grants are intended to help libraries provide their users with new and improved technology necessary for meeting residents' ever changing needs for library services and access to information.

### **Desired Outcomes**

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes:

- ✓ Increased effectiveness of telecommunications, technology, and resources used in the library
- ✓ Increased availability of up-to-date and reliable information
- ✓ Delivery of new and improved programs that anticipate and meet Indiana residents' constantly changing needs for library services

Projects evidencing the ability to produce at least one of these desired outcomes are given preference:

- ✓ Increased access to information for underserved urban and rural persons
- ✓ Increased computer and information literacy skills among digital immigrants
- ✓ Increased participation in statewide resource sharing
- ✓ Enhanced online presence of Indiana libraries

*Note: These desired outcomes are derived from the six overarching goals of IMLS, see <http://www.imls.gov/programs/programs.shtm> and the goals and needs identified in Indiana LSTA five-year plan, see <http://www.in.gov/library/files/LSTAPlan2008-2012.pdf>. Before applying for an LSTA technology grant, please assure that you are aware of the overarching goals and have developed a project that addresses these.*

## **Eligible Applicants**

All academic, public (including branches), school media, and special libraries are eligible to apply so long as they meet the following criteria:

- ✓ Located in Indiana
- ✓ Comply with federal and state statutes and regulations
- ✓ Comply with Children's Internet and Safety Protection Act (CIPA) (school media centers & public libraries)
- ✓ Meet Indiana Public Library Standards (public libraries)  
<http://www.in.gov/library/2889.htm>

Libraries that meet any of the following requirements are given preference:

- ✓ Library that is an active lender to other libraries.
- ✓ Library that has not received a technology grant in the past 2 years

## **Guidelines**

- Grant funds must be spent between the project start date<sup>1</sup> and May 30<sup>th</sup>, 2010
- Applicants must demonstrate how the use of the new equipment, technology, software, or services supports at least one of the desired outcomes, meets at least one purpose of LSTA, as defined by IMLS<sup>2</sup>, and meets at least one of the goals of Indiana's five-year plan<sup>3</sup>.
- Applicants must demonstrate that they meet all of the eligibility requirements and should provide evidence of meeting any preferred eligibility requirements if applicable.
- Applicants must cite evidence of a legitimate need in their community and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grant recipients **must** submit all reports and meet all expectations in time as outlined in the 2009 Grant Management Manual, available online at <http://www.in.gov/library/2704.htm>
- Any digital files created as a result of any grant project, and the associated metadata records, **must** be submitted to Indiana Memory. Applicants must adhere to Indiana State Library's collection development, [http://www.in.gov/library/files/dig\\_colldev07.pdf](http://www.in.gov/library/files/dig_colldev07.pdf), image scanning, [http://www.in.gov/library/files/dig\\_imgst.pdf](http://www.in.gov/library/files/dig_imgst.pdf), and metadata, [http://www.in.gov/library/files/dig\\_metast.pdf](http://www.in.gov/library/files/dig_metast.pdf) standards.
- Any technology, equipment, software, or service provided as a result of LSTA funding must be made open-access.

---

<sup>1</sup> The start date is dependent on when the contract is officially finalized

<sup>2</sup> <http://www.ims.gov/programs/programs.shtm>

<sup>3</sup> <http://www.in.gov/library/files/LSTAPlan2008-2012.pdf>.

## **Timeline for 2009 Mini-Grants**

In an effort to maximize the use and benefit of LSTA funds in Indiana, the grant application deadline has been moved to **January 16<sup>th</sup>, 2009**. For grant applicants who currently have a 2008 LSTA grant, we recognize that there will be an overlap in spending between your 2008 and 2009 grant.

### **New Mini-Grant Cycle**

October 24, 2008	Application form and guidelines made available.
January 16, 2009	Applications due to ISL no later than 4 p.m. ET
February 2009	Applicants informed of application status (funded, not funded)
April 2009	Projects may begin after contract is finalized
July 31, 2009	First Quarterly Report Due
November 26, 2009	Second Quarterly Report Due
February 26, 2010	Third Quarterly Report Due
May 30 <sup>th</sup> , 2010	Project Ends – Last day grant funds can be spent
June 30 <sup>th</sup> , 2010	Last day any reimbursement forms will be accepted
July 1 <sup>st</sup> , 2010	Financial Final Report Due & Plan for Evaluation Due
October 1 <sup>st</sup> , 2010	Narrative Final Report Due

## **Budget & Funding**

- Applicants may apply for up to \$8,000.
- Applicants must show that they will provide a cash match of at least 10% of the awarded amount.
- Applicants must adhere to the federal guidelines for defining allowable and non-allowable expenses. See cost-principles on LSTA website: <http://www.in.gov/library/2704.htm>

### **Examples of Allowable Costs:**

Technology hardware and software  
Training for staff and volunteers  
New Project Staff  
Contracting outside agencies

### **Examples of Non-Allowable Costs**

Ongoing operating costs  
Wages and benefits for existing employees  
Entertainment costs (NO FOOD BEVERAGES)

## **To Apply**

***Application Deadline: 4:00 p.m. ET, January 16, 2009***

Mail or hand-deliver one original and one copy of completed application to:

**LSTA Technology Application  
Library Development Office (Rm. 413)  
Indiana State Library  
140 N. Senate Ave.  
Indianapolis, IN 46204**

All grants must be received by the application deadline to be reviewed. Only mailed and hand-delivered applications will be accepted.

Applications are available on the State Library's LSTA website: <http://www.in.gov/library/2704.htm>. Please follow the application instructions also available online.

## **Application Review Process**

Grant applications are reviewed by a panel of outside reviewers and State Library staff. Grant applications are scored in relation to the answers provided in each section of the grant application and the overall quality of the grant proposal. A total of 100 points are possible. Projects evidencing the ability to produce at least one of the desired-outcomes, as listed above, are eligible to receive at most an additional 15 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries meeting the preferred eligibility requirements outlined above.

Applicants are informed of the status of their grant in February. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision. For more information about this process please see the application instructions.

**Please contact Amy Holliday at (317) 234-6550 or [aholliday@library.in.gov](mailto:aholliday@library.in.gov) with any questions.**